



Research Associate

Applications requested by May 5, 2023, or until the position is filled.

Position Summary

The primary role of the Research Associate is to lead and coordinate NACEDA's growing research agenda, which focuses on the financial health, trends, programs, production, and services of community-based development organizations (CBDOs) and NACEDA's 38 state and regional association members. The Research Associate will develop and manage work plans for our research program, including identifying research needs, recommending priorities and partnerships, designing and leading initiatives, supporting relationships with outside research institutions, and helping disseminate research results to diverse audiences. The Research Associate will report to the Program Director and Executive Director. NACEDA is a relatively small team. This role will work closely with other staff to support programmatic work and ensure that research work products are aligned with the needs of the field and NACEDA's members.

About NACEDA

Founded in 2008, the National Alliance of Community Economic Development Associations (NACEDA) is a field-building organization for community development with 38 state and regional association members. NACEDA builds the community development field through capacity building, advocacy, convening, and research, with the goal of advancing equity at the community level.

Duties & Responsibilities

- Develop Strategy and Advance the Community Development Field through Research
 - Establish research priorities and work plans in collaboration with NACEDA staff, members, and partners.
 - Raise the profile of the field of community-based developers through publications, presentations, and research promotion.
 - Translate research for staff, members, and partners to use in fundraising, advocacy, training, technical resources, and communications.
 - Provide support to members, partners, and others in utilizing NACEDA's existing datasets.

- Work with members and partners to align external research with NACEDA's priorities.
- Create new research initiatives that support NACEDA's strategic plan.
- Contribute to fundraising related to research activities.
- Manage research-focused interns, fellows, and VISTAs.
- Manage NACEDA's Research Initiatives
 - Conduct and/or manage NACEDA's largest research project, Grounding Values, through ongoing data collection, including 990, survey, and qualitative data.
 - Manage both internal and external authors, contributors, and consultants NACEDA may engage in our research agenda.
 - Maintain and enhance existing data sets that NACEDA makes available for public use, including cleaning and management.
 - Craft, conduct, and publish the NACEDA Family Portrait, our annual membership report.
 - Contribute data visualization assistance to all of NACEDA's programs.
 - Provide analysis to staff to advance NACEDA's programmatic work, such as mapping, organizational needs assessments, policy related data (such as HMDA, for example), etc.
 - Co-author reports, publications, and other articles and resources.

Qualifications:

The Research Associate will have:

- At least three years of experience conducting applied empirical research or project management, including at least one year of experience conducting research projects or managing data and database systems.
- Master's Degree in a related social science field.
- At least three years experience in the community development field, either through work experience or education.
- Basic understanding of the public policy issues facing community developers.
- Ability to think strategically about research as a means of informing policy and practice and advancing the mission and work of the organization.
- Highly-organized, detail-oriented, and efficient systematic thinker who will be proactive, productive, and strategic working alone and in diverse groups.
- Ability to multitask, prioritize, stay organized, and effectively manage projects and coordinate with internal staff and external partners or stakeholders to advance multiple projects.

- Experience manipulating and utilizing large datasets for the purposes of policy and applied research.
- Demonstrated written and oral communication skills, including the ability to contribute to reports/articles and to translate complex research into accessible, presentations or graphics for various audiences.
- Mapping skills and data visualization a plus
- Self-motivated, with the ability to manage multiple demands and interests.
- Proficient in Microsoft Office software (Word, Excel, PowerPoint, SharePoint).
- Excellent interpersonal skills and ability to network effectively. Collegial attitude and ability to work well with a team.
- Sense of humor and a positive attitude.

Physical Factors

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time.
- Ability to occasionally lift objects weighing up to 10 pounds.
- Must be able to travel domestically with overnight stay, at least 5-7 times per year.
- Remote, flexible location. NACEDA's offices are located in Washington, DC.

Salary:

Salary range of \$50,000 - \$60,000

Benefits:

- Paid vacation and sick leave
- 11 holidays and three personal days
- 403b plan with employer match
- Employer-subsidized health, vision and dental insurance
- Commuter benefit program for employees in the DC-area

APPLICATION PROCESS:

Please email a resume and cover letter to jobs@naceda.org, with "Research Associate" in the subject line. Questions can be directed to this email as well.

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NACEDA is an equal opportunity employer. We value diversity, inclusion, and cultural competence as vital guiding principles. We encourage applications from candidates who are

black, indigenous, and people of color; members of the LGBTQ community; persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Studies show that women and minority candidates are less likely to apply to jobs if they do not meet 100% of the qualifications listed. NACEDA and the People & Places Collaborative value a diversity of experience and backgrounds. All candidates who believe they have the experience and capabilities to complete the specific duties described above are encouraged to apply.